

Guidelines for Participating in Webinar/Teleconference Meetings and Providing Public Comment to the Marine Life Protection Act North Coast Project

February 23, 2010

The Marine Life Protection Act (MLPA) Initiative is designed as a transparent, science-based, and stakeholder-driven process. As such, public comment is important to the success of the marine protected area (MPA) planning process. There are different methods available for public comment, both verbally and in writing.

Some MLPA Initiative meetings will be held via teleconference and online meeting – these meetings include formal public comment periods. The public can participate in webinar/teleconference meetings in a number of ways:

- Watch and listen to the meeting via live webcast on your personal computer; this option does not offer the capability to provide public comment. Please visit http://www.dfg.ca.gov/mlpa/meetings_n.asp for more information.
- Participate by conference call via phone and GoToWebinar via your personal computer; this option allows public comment by phone. Instructions for registering and logging onto GoToWebinar are detailed below.

Audio and video archives of the meetings will be available a few days after each meeting (www.dfg.ca.gov/mlpa/meetings_n.asp). Additionally, DVD copies of the meetings will be available at local libraries and California Department of Fish and Game offices.

Guidelines for Participating in Webinar/Teleconference Meetings

1. Sign up for the GoToWebinar prior to the meeting; see meeting agenda for the URL.
 - **For the upcoming February 25, 2010 NCRSG meeting, visit <https://www1.gotomeetings.com/register/346012657> to make your reservation.**
2. On the day of the meeting, use the URL provided when you registered to join the webinar.
3. On the day of the meeting, call the phone number provided to join the teleconference portion of the meeting.
 - **For the upcoming February 25, 2010 NCRSG meeting:
Phone: (877) 615-4337
Passcode: 7349737#**

Verbal Comments

All meetings of the MLPA Initiative will offer a minimum of one opportunity for public comment. At the beginning of a teleconference meeting and also near the time for public comment, the call operator will instruct participants how to signal that they would like to speak. All public participants will be in a listen-only mode until it is their turn to speak; the call operator will manage the queue of those who have requested to provide public comments.

General Public Comment

- The time for public comment will be noticed in the agenda for each meeting. **For the upcoming MLPA North Coast Regional Stakeholder Group meeting, general public comment will be taken on Thursday, February 25 from approximately 5:25-5:45 p.m.**
- The number of speakers requesting to provide comment from the phone will be counted and, at the discretion of staff, the time allocated to each speaker will be based on the total available time and number of individuals wishing to speak.
- Speakers with a shared message or from the same organization are encouraged to combine speaking points to minimize duplicative comments.

Malfunctions of Technology/Equipment

If you are unable to hear the audio, please press *0 on your phone to reach the operator. If you cannot see the webinar portion of the meeting, you should contact the MLPA office staff by phone or email (916-654-1885 or mlpaoffice@resources.ca.gov). Please be aware that if you phone in before the meeting start time, you may hear nothing at all until the meeting begins. Also, for meetings involving a large number of participants, there are frequently short delays in the start time; we appreciate your patience. For this reason, we ask that you not report any technical problems earlier than five minutes after the announced start time for the meeting.

Written Comments

Written comments are accepted on an ongoing basis via email, fax or mail. All written comments are collated on a regular basis and distributed to the appropriate MLPA Initiative group. Comments to the MLPA Initiative can be submitted:

Email

MLPAComments@resources.ca.gov

Mail

Marine Life Protection Act Initiative
c/o California Natural Resources Agency
1416 Ninth Street, Suite 1311
Sacramento, CA 95814

FAX

916-653-8102